

WE ARE HIRING

a fresh start



MPUMALANGA
INTERNATIONAL
FOOD MARKET

Consignment Control Officers

Reference: MPU-NELS-19021291-20260818-2

Closing Date: 31 August 2026

1. About Us

Mpumalanga International FoodMarket (MIF), is a new platform for connecting production, opportunity, and demand - creating a fresh start for farmers, traders, buyers, job seekers and the national food economy. It is not simply another place for work, but a modern workplace and hub for human connection.

2. Job Specification

Personnel (5x) to serve as a Consignment Control Officer (CCO), to support stock control and inventory verification processes across the market. The successful candidate will be responsible for conducting stock audits, managing consignment records, reconciling inventory transactions, investigating variances, and ensuring the accuracy of stock information and delivery documentation.

3. Core Responsibilities

- **Inventory Control and Stock Auditing:** Conduct regular physical stock counts and inventory verification exercises to ensure inventory accuracy; Reconcile physical stock levels against inventory records and system reports; Investigate inventory discrepancies and identify the root causes of stock variances.
- **Consignment Management:** Receive and capture consignment information accurately within the designated systems and records; Verify that consignments correspond with delivery notes and supporting documentation; Update, maintain, and monitor consignment records to ensure complete and accurate information
- **Monitoring and Compliance:** Monitor product movements and identify instances of trans-shipping, cross-docking, or other irregular stock handling activities; Ensure compliance with established inventory control procedures, operational standards, and reporting requirements; Maintain accurate audit trails and supporting documentation for all stock transactions.
- **Reporting and Administration:** Compile and submit daily operational and stock control reports to the Senior Consignment Officer; Maintain accurate records of stock movements, inventory adjustments, and audit activities; Generate reports to support inventory management, operational planning, and decision-making.
- **Customer Service and Communication:** Respond professionally and timeously to telephone enquiries and stakeholder requests for information; Liaise with traders, warehouse personnel, transporters, and other stakeholders regarding stock and consignment matters; Escalate discrepancies, operational concerns, and compliance issues to the appropriate authority.

4. Required Qualifications & Skills

- **Experience:** 1 to 3 years of experience in stock control, inventory auditing, warehousing, logistics, or a related environment.
- **Qualifications:** Grade 12 (Matric). A Diploma or Degree in Logistics, Supply Chain Management, Inventory Management, Accounting, Business Administration, or a related field will be an added advantage.
- **Record Management:** Ability to maintain detailed documentation and accurate inventory records.
- **Communication Skills:** Good verbal and written communication skills with the ability to engage effectively with stakeholders.
- **Problem Solving:** Ability to identify discrepancies, investigate causes, and recommend corrective actions.

5. Job Application

MIF has partnered with the Department of Employment and Labour to facilitate and handle all job applications through the Department's Employment Services of South Africa (ESSA)

6. How to apply

- If you have an Active ESSA Online Account, visit the portal and click on Search Opportunity using the Reference Number listed above and submit the application.
- To create an Active ESSA Online Account, visit the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> and follow the guidelines listed below.
 1. Capture the email address
 2. A password will be sent to your email address
 3. Use your ID Number as a **Username**
 4. Copy the password received and paste or type it on the log in the screen
 5. Complete all sections on ESSA

NOTE: The above is the only channel available to access job opportunities at MIF.



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